

Minutes of the Meeting of the Avon Township Board of Supervisors

November 3, 2021

Avon Township Hall, 16881 Queens Road, Avon (MN)

Call to Order: Chair Will Huston called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall. The meeting was also available virtually via Zoom at <https://us02web.zoom.us/j/83387278851>.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – LeRoy Gondringer, Will Huston (*Chair*), Kelly Martini (*Treasurer*), Rich Sanoski, and Stephen Saupe (*Clerk*). Also present – Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*), and Lori Yurczyk (*PC Chair*).

Approval of Agenda: Sanoski moved to approve the agenda with some changes in the order of items. Gondringer second. All in favor. Motion carried.

Sheriff's Department Update: Deputy Sheriff Mark Lust appeared to update the Supervisors on activity in the Township. He reported that in October there were 115 total calls in the Town that included vehicle accidents, DWI's, traffic stops, animal complaints, suspicious activities, domestic issues, and dumping complaints. The Sheriff's office has a new program that would include a social worker riding with a deputy during a day shift; they are still working out the details. The Sheriff's department has an emergency response team and armored vehicle.

Minutes: Gondringer moved to approve the minutes of the October 6, 2021 meeting as presented. Sanoski second. All in favor. Motion carried.

Public Hearing: *Parking Ordinance.* Huston opened a public hearing at 7:07 PM to consider a Parking Ordinance that would prohibit parking for more than 24 consecutive hours on a Township road. This was initiated in response to an individual who parked on a Township road for days and the sheriff had no authority to remove them. No public comments about the potential ordinance, written or otherwise, were received prior to the meeting. Some believed that a shorter time limit on parking is desirable, especially in more rural areas of the Town where it would be unusual for someone to park. However, a longer time (*i.e.*, 72 hours) around lakes was suggested since many residents have weekend visitors who might need to park on the road. One suggestion was that different areas of the Township could have different time limits for parking. There is a question of whether the Town can hold an ordinance hearing without authorization by residents at the Annual Meeting or a Special Township Meeting. Our Town attorney reviewed the ordinance. His primary recommendation was to include the definition of a vehicle. Gondringer moved to continue the public hearing to the December 1, 2021 meeting at 7:05 PM to provide time to make sure that any changes to the draft ordinance are appropriate. Sanoski second. All in favor. Motion carried. The Supervisors authorized the PC to review the ordinance again, including the definition of a vehicle and the time limits.

Planning Commission (PC) Report – *presented by Lori Yurczyk, PC Chair*

1. **Town Hall Use** – The PC reviewed the policy for the use of the Town Hall. The current policy allows use by non-profit youth-oriented groups (*i.e.*, Scouts). Select other organizations (*i.e.*, Lions) have been granted approval to use the Town Hall. The PC discussed a variety of issues regarding use of the Hall including the purpose of the Town Hall, potential damage to the Hall, cost of use to the Township and whether a usage fee should be charged to the user, complications of use (*i.e.*, need to plow the parking

lot if a meeting is held on a snowy day), and a variety of logistical issues (*i.e.*, keyless entry, scheduling). At a recent Annual Meeting, residents were not in favor of opening the Hall to greater use. The Supervisors generally agreed that a greater use of the Hall would be desirable if logistical and other issues could be worked out. After considerable discussion, Huston moved to maintain the policy as it stands. Gondringer second. All in favor. Motion carried.

2. **ARPA Fund Use** – The PC discussed possible uses for ARPA funds. This was a follow-up from the meeting of the *ad hoc* committee appointed by the Supervisors. Minutes from that meeting are available and filed in the website under PC minutes. Items considered were (a) laptop computers for the Treasurer, Clerk, and Deputy Clerk (*compatible with CTAS*); (b) electronic devices (*i.e.*, iPad, Chromebook, SurfacePro) for the Supervisors (and perhaps Planning Commission members) to be able to access remote meetings and to reduce the need to provide copies of documents; and (c) an automated opener for the back door. Martini and Buttweiler were authorized to seek advice about which computers would best fit our need, and to obtain quotes. Sanoski will seek a quote for an automated opener for the back door.

Gondringer moved to approve the Planning Commission report. Sanoski second. All in favor. Motion carried.

Treasurer’s Report: Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 10/01/2021 to 10/31/2021 (*see below*). Gondringer moved to approve the Treasurer’s report. Sanoski second. All in favor. Motion carried.

For the Period : 10/1/2021 To 10/31/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$162,251.37	\$5,523.87	\$16,276.44	\$151,498.80
Road and Bridge	\$160,010.49	\$100.00	\$19,812.96	\$140,297.53
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$3,150.00	\$0.00	\$200.00	\$2,950.00
Fire Fund	(\$4,267.93)	\$0.00	\$0.00	(\$4,267.93)
General Capital Projects	\$52,009.68	\$0.00	\$2,400.00	\$49,609.68
ARPA Fund	\$131,160.20	\$0.00	\$0.00	\$131,160.20
Total	\$506,313.81	\$5,623.87	\$38,689.40	\$473,248.28

Claims & Payroll: Martini presented the October PERA claims (4119 & 4120), which totaled \$560.00. The October payroll was \$2,994.09. The November claims (4121 – 4135) totaled \$10,367.51. The November payroll was \$1,707.79. Martini will complete the Workman’s Compensation audit.

Gondringer moved to approve the Claims and Payroll. Sanoski second. All in favor. Motion carried.

Town Hall Maintenance Report – *presented by Joe Koopmeiners*

1. **Hot water heaters** – new units were installed. The project also required electrical work.
2. **Girl Scout Supplies** – were finally picked up by one of the leaders.
3. **Assorted** – Koopmeiners sprayed for bugs and fixed the parking lot.

Road Report – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the work completed this month included: cleaning up downed trees, fixing the shoulder on 360th, grading some gravel roads, installing signs (911 & bridge), removing trash (hide-a-bed, TV's, tires) from road right-of-way, and maintenance of Township vehicles (lights). Trucks are ready for winter.
2. **Queens Road Project** – Engineer Jeremy Mathiassen appeared to present the final engineering report to the Supervisors. The project length is 2.1 miles. The road is 22 feet wide, has a minimal shoulder, and steep ditch slopes. The existing bituminous ranged in thickness from 3.5 to 9 inches and the existing aggregate base thickness was 0 – 18 inches. There is a narrow crossing where the road crosses Spunk Creek. The proposed improvements would reclaim the bituminous, fix the subgrade as needed, improve storm sewer and culverts, widen the roadway (28 foot including shoulders), grade ditches, pave, and restore the turf. Ten feet would be added to the culverts on each side of the bridge, which would be safer and allow us to get rid of the chevron signs. The existing culvert looks to be in good shape. DNR permitting would be required. The current plan is for a 9-ton road. The total estimated cost of the project is \$1,297,459. The Town plans to apply for an LRIP grant to cover the cost of the project.
3. **Road Mileage Certification** – The County Road mileage certification form indicates the Town has 44.5 miles of roads. In contrast, the Township Road Inventory lists 42.7 miles of roads. The reason for the slight discrepancy is not known; we should probably confirm the amounts by either driving the roads, or using a mapping program such as Google Maps. Since this is the same mileage the Town has certified in the recent past, Sanoski moved to accept the County Road Certification. Gondringer second. All in favor. Motion carried.
4. **911 Sign Switch** – Koopmeiners switched the order of 911 signs at 17113 Co Rd 9 as requested by the homeowners. They will now need to switch their mailboxes to match the signs.
5. **Tools** – not yet purchased; still looking.
6. **Graffiti on 325th** – was covered up.
7. **Parking Pad Policy** – the attorney was not familiar with anyone permitting parking pads. He suggested to only allow parking on one side of the road. We will likely need to create an ordinance to do this; Huston will confirm with the MAT attorney. If we limit parking to one side of the road, then there is a question about what, if anything, should be done with the existing parking pads on Pelican Lake Road.

Business:

1. **Liquor License – The Landing** – Jack Ramler appeared to request a liquor license for the *The Landing*. He, and others including Ross Voit, will take over in January. They plan to do some remodeling including the kitchen and restrooms. Gondringer moved to approve the application by Jack Ramler for a liquor license for RRev's Lakeside Tavern & Banquet Hall. Sanoski second. All in favor. Motion carried.
2. **Gondringer Plat Approval** – Mr. Jim Gondringer appeared to request approval of a final plat. After discussion, Huston moved to approve the final plat. Sanoski second. All in favor. Motion carried. The plat was signed.

3. **Yoga Studio Request** – A request to use the Town Hall for yoga sessions was denied after the Supervisors reaffirmed the current use policy restricted to primarily non-profit youth-oriented groups.
4. **Lions Club Event** – the Lion’s Club request to hold a Zone Meeting on November 30 in the Town Hall was approved. The Lion’s Club will be reminded that there is a no alcohol policy and that the Hall should be left clean.
5. **Escrow for Cash Solar Project** – After consultation with the Township attorney, the Supervisors agreed to a cash escrow for the Gertken solar project on the condition that the company pay the cost for the Town attorney to review the final documents (which would take less than an hour or \$400).
6. **Weed Report** – in progress.
7. **Sound Barrier Grant** – Ms. Margaret Bresnahan volunteered to help the Town write a grant for a sound barrier on the south side of the I-94. Mr. Mathiassen stated that there are MN DOT grants available, usually with a cost share. The Town will take no action at this time.
8. **Resolution 11-03-21-1** – Huston moved to approve Resolution 11-03-21-1 (Designating Polling Place). Gondringer second. All in favor. Motion carried. A typo will be corrected and it will be signed at the next meeting.
9. **Fence Dispute** – Neighbors are having a dispute over cattle that are crossing a fence line. The Town will take no action.

Old Business: *none*

Signatures / Documents / Treasurer: *completed as necessary.*

Recurring Reports:

1. There was a **911 sign** request for LeRoy & Marion Gondringer for 35625 Tower Road, Albany.
2. There were no **Construction Site Permits** issued.
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were performed for Lund (18201 Co Rd 154), Doll Investments (03.01249.0051), Kociemba Trust (03.00765.0005), Gertken (03.01033.0000), Ramler (03.01347.0100), and Laing (35073 Co Rd 155).
5. A **County Hearing** to consider a request for a variance from a feedlot was approved for LeRoy & Marion Gondringer, 35625 Tower Road.

Announcements & Brief Reports:

1. An advertisement for a compact air filtration system was received.
2. An update from the US Census Bureau provided new population estimates for the Township: Total population – 2,066; Household population – 2,058; Group quarters – 8; total housing units – 918; Occupied housing units (households) – 800; Vacant housing units – 118.
3. Albany Schools are in discussions to consider purchasing the former hospital for preschool and kindergarten programming.

- 4. The 2022 Tax Levy confirmation was received from the County (Capital Reserve - \$2,000; Fire - \$92,000; General Revenue - \$86,110; R&B - \$350,000; Total - \$530,110).
- 5. A letter was received from Sen. Howe recommending the Town apply for ARPA funding.
- 6. A letter was sent to a resident (Angulski) regarding their non-compliant mailbox post.
- 7. A Gambling Permit was signed for a Holdingford Lions raffle at Pelican Lake Ballroom, February 28, 2022.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on January, December 1, 2021 at 7:00 PM and will be available via Zoom at <https://us02web.zoom.us/j/83387278851>.

Other Upcoming Meetings: Planning Commission – November 24, 2021 (*also available at <https://us02web.zoom.us/j/88599868967>*).

Adjournment: Sanoski moved to adjourn the meeting at about 9:30 PM. Gondringer second. All in favor. Motion carried.

Respectfully submitted,

Stephen G. Saupe, Clerk

date: November 10, 2021

Supervisor Signatures:

date: _____

LeRoy Gondringer

Will Huston, Chair

Rich Sanoski